

Miami Township Fire and EMS Operating Procedures



TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

EFFECTIVE DATE:

09/07/2014

DATE AMENDED:

10/04/2015

REVIEW DATE:

04/04/2016

APPROVED BY:

Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for uniform issuing, replacement, care and maintenance.

Establish an OP for dress and grooming of department personnel when on-duty, working department-related functions, or otherwise appearing as a representative of the fire department.

SCOPE

This OP applies all personnel when functioning in an official capacity as a Miami Township Fire and EMS (MTF&EMS) employee.

All department personnel are required to have their person, uniform or other clothing and any related equipment in a neat and orderly condition.

DEFINITIONS

Dirty Duty

Duty where the uniform is likely to become permanently damaged or soiled, such as vehicle/equipment/station maintenance, hydrant activities, grass cutting, etc.

Days With Excessive Heat

Days with forecasted temperature or heat index (*feels like*) of 90 degrees Fahrenheit or greater.

PROCEDURE

A. Uniforms

1. Class A Dress Uniform

- a. The dress uniform for all full-time personnel is the Class A Dress Uniform as issued by the department:
 - White shirt
 - Navy blue tie
 - Collar insignia for officers
 - Dress jacket (blouse) with appropriate patches, badges, pins
 - Dress pants
 - Dress hat with hat badge
 - Black belt
 - Navy blue or black socks



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- Black hi-gloss shoes/boots
- Ribbons and service credit insignia

2. Class B Duty Uniform

- a. The daily duty uniform for Chiefs, Captains, Lieutenants and line personnel is the Class B Duty Uniform as issued by the department:
- Navy blue shirt with appropriate patches, badges, pins and buttons
 - Navy blue t-shirt with imprinted department name/logo.
 - Navy blue pants
 - Black belt
 - Navy blue or black socks with low-cut shoes; white socks are acceptable with boots
 - Black duty shoes/boots
 - Optional items: department issued coat(s); department issue ¼ zip pullover (job-shirt) with rank and name (first initial, last name) and appropriate patches; department approved headwear

3. Class C Duty Uniform

- a. Components of the Class C Duty Uniform will include:
- Navy blue t-shirt in place of Class B uniform shirt (department issue)

The navy-blue t-shirt must be neat in appearance and without holes, stains, fading or deteriorated lettering. Otherwise, the Class C Duty Uniform CANNOT be worn until a new t-shirt has been obtained and the default uniform will be Class B.
 - Navy blue pants
 - Black belt
 - Navy blue or black socks with low-cut shoes; white socks are acceptable with boots
 - Black duty shoes/boots
 - Optional items: department issued coat(s); department issue ¼ zip pullover (job-shirt) with rank and name (first initial, last name) and appropriate patches; department approved headwear
- b. Physically active training, days with excessive heat and "dirty duty" may be done in the Class C Duty Uniform as issued or approved by the department.
- c. The National Weather Service (NWS), Wilmington, Ohio will be the referred source when determining the temperature for days with excessive heat.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- Black tennis, cycling type shoes

b. Honor Guard

- Components of the Honor Guard uniform, in addition to the Class A Dress Uniform, will include:
 - Dress pants with red stripe
 - Shoulder cord (aiguillette)
 - White gloves
 - Ascot, in lieu of a tie
 - White web belt with a nickel buckle

5. Fitness Attire

- a. The department approved fitness apparel is a content appropriate t-shirt, sweatshirt (as needed), loose fitting shorts or pants and athletic shoes.
- b. The department approved apparel for incident response during fitness activities will be the Class C Duty Uniform.
 - Shorts are permitted to be worn when wearing PPE for fire crews ONLY. EMS crew personnel must don the Class B Duty Uniform.

6. Miscellaneous Uniform Provisions

- a. The appropriate duty uniform will be worn between 0700 hours and 2200 hours.
- b. The regular Class B Duty Uniform prescribed above will be worn upon completion of "dirty duty."
- c. The minimum dress requirement during sleep hours will be a t-shirt (department issue or content appropriate) and appropriate under garments.
- d. It is acceptable to wear the Class C Duty Uniform after 22:00 hours while on incident responses.
- e. It is acceptable to wear a t-shirt and the ¼ zip pullover (job-shirt) after 22:00 hours.
 - The ¼ zip pullover (job-shirt) is not a replacement for the Class B Duty Uniform.
- f. The Class B Duty Uniform shall be worn when engaging in the following department activities:
 - Department training where an employee's personal clothing could be damaged.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- When instructing in any department training. Certain uniform provisions may apply based upon the type of training (swim attire for water rescue training, etc.). In these cases, the instructor must determine the appropriate uniform to be worn and communicate that to the attendees.
 - Public outreach trainings (CPR, fire extinguisher, etc.).
 - Whenever representing the department in an official manner.
 - g. The Class B Duty Uniform is not required to be worn for the following activities:
 - On or off-site classroom training (NFA, OFA, continuing education classes or conferences, etc.). In this instance, the proper dress shall be "business casual" or whatever is indicated by the sponsoring agency or entity.
 - Miscellaneous department scheduled meetings.
 - h. The minimum dress requirement suggested for a recall is the Class C Duty Uniform. It is understood that personnel may respond to the station, at the request of a recall, without having a uniform available.
 - i. All uniforms issued by the department are department property and must be returned upon termination of employment with the department.
 - Uniforms that are no longer fit for duty and/or irreparable shall be returned to the department unless released to the individual by the department, except as provided for in the latest IAFF bargaining unit agreement.
 - j. All patches, pins, badges, etc., issued by the department, are property of the department and must be returned upon terminating employment with the department, except as provided for in the latest IAFF bargaining unit agreement.
 - Out-of-service uniforms released to the individual must be stripped of all department patches and the patches returned to the department.
 - k. It is the responsibility of all personnel to have a spare, clean uniform (navy blue shirt, pants and t-shirt) available while on-duty.
7. Footwear
- a. Only footwear issued and/or approved by the department shall be worn while duty.
 - Personnel having a medical reason that will restrict them from wearing footwear with a safety-toe must supply a written statement from their physician to the Fire Chief.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- b. The department will pay an amount up to the cost of one pair of footwear, up to \$150.00, of the type approved by the Fire Chief. Replacement footwear may be obtained on an annual basis for full-time employees and every two years for part-time and volunteer employees.
 - c. Footwear issued by the department is department property unless released to the individual by the department.
8. Headwear
- a. Department approved headwear is permitted for use only during incidents and other events where protection from the sun or cold is needed. Headwear shall not be worn inside of buildings, during inspections activities and only as needed on public relation events.

B. Care And Use Of Uniforms And Footwear

- 1. Uniforms and footwear shall be maintained in a clean and presentable condition and in a manner as prescribed by the manufacturer by the individual to whom they are issued.
 - a. Uniforms shall be in a clean, presentable condition upon reporting for duty.
 - b. All patches, badges, pins and buttons must be properly secured to the uniform shirt and maintained in presentable condition.
 - c. On-duty personnel shall have a spare, clean uniform available for use.
 - d. Footwear shall be in a clean, polished condition upon reporting for duty.
 - e. Footwear shall be worn in a laced or zippered (boots) manner.
 - f. Footwear issued by MTF&EMS shall only be worn when on duty for MTF&EMS.
- 2. All employees are eligible to have their uniform laundered by a commercial cleaning service as outlined in Section "F" of this Procedure.
- 3. Uniforms and footwear that become damaged or permanently soiled from duty related activities are to be turned in for replacement.
 - a. Uniforms and footwear damaged or permanently soiled as a result of abuse or improper care shall be replaced at the expense of the individual.
- 4. Uniforms and footwear issued by the department are for department on-duty wear only, and are the only uniforms/footwear approved for wear while on-duty.
 - a. Chief Officers may wear "business suits" or "business casual" when such attire is appropriate for assigned duties.
- 5. When uniforms are worn to and/or from work, they shall be worn with all components in place and in a presentable condition.
 - a. When wearing the uniform to and/or from work or duty assignments, personnel shall conduct themselves in a manner consistent with department regulations.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

C. Grooming / Personal Appearance

1. Personnel are required to maintain grooming and personal appearance in a neat, orderly, and uniform appearance.
2. Head hair shall be clean, neat, combed, and worn in such a manner that hair will not compromise safety.
 - a. Head hair length and style shall fall within the following parameters:
 - Hair of the front of the head shall not extend below the eyebrows and shall not interfere with SCBA face piece seal.
 - Hair on the back of the head shall not extend below the bottom of the shirt collar.
 - Hair on the side of the head shall not extend below the center of the ear opening, or cover the ears.
 - Extreme or fad type head hair styles (Mohawks, spikes, dreadlocks, mullets, or other as deemed inappropriate or unsafe by Administration) are not authorized. Hair color alteration via the use of dyes, tints or bleaches must be natural to human hair.
 - Sideburns shall not extend beyond the bottom of the ear, present a "bushy" appearance, or interfere with sealing of an SCBA face piece.
 - Hair shall not, in any case, interfere with the sealing of an SCBA face piece.
 - Hair shall not, in any case, be of such length or style that interferes with proper fit of the helmet, protective hood, or SCBA. Longer hair is acceptable if it is pinned up in a neat manner and does not interfere with the wearing of any safety gear.
 - No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes which blend with the hair color and do not interfere with safety gear.
 - b. Personnel shall be clean shaven. Mustaches are the only approved form of facial hair. They must be groomed and kept clean. They may extend one inch beyond the corner of the mouth and may extend downward to the top lip. Mustaches may extend downward from the corners of the mouth one half inch below the lower lip.
3. Visible jewelry shall be of a conservative nature and shall not compromise safety.
 - a. Jewelry shall fall within the following parameters while on duty or in uniform:
 - A maximum of two conservative rings may be worn. Rings shall not be of a type or style that presents an unusual hazard of injury while performing duties. Rings must not interfere with the quick donning of any glove in use or provided by the department.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- Wrist watches are permitted.
- Necklaces shall not be visible or pose a safety hazard.
- Earrings: Only plain, small stud/post type earrings are permitted, and not more than one per ear. Spacers or dilators are not permitted to be worn in uniform or while on duty.
- b. Visible body piercing jewelry is not authorized while in uniform or on duty, with the exception of earrings as noted above. Any visible body piercings must be removed while on duty, or completely covered if it is not able to be removed. Coverings shall be as inconspicuous as possible, preferably flesh-colored bandages or the like.
- 4. Only cosmetics which blend to match the natural skin colors shall be worn.
 - a. Department personnel are permitted to wear cosmetics, which shall be conservative in color and commensurate with a professional image.
- 5. Fingernails shall be trimmed to a length which does not interfere with duty functions.
 - a. Fingernail polish may be worn on duty or in uniform, as long as the color is conservative, must be in good repair and compliments the uniform.
 - b. Artificial nails are not permitted.
- 6. Uniform, dress, and/or grooming standards as set forth in this procedure are not intended to conflict with legally protected religious beliefs/practices, ethnic beliefs/practices, etc. It is the responsibility of the individual who is aggrieved by the uniform, dress, and/or grooming procedure to forward a written request for exemption and an explanation for review to the Chief. After review of the request, safety considerations and any other related matters, and after consultation with appropriate authorities, a decision will be rendered by the Chief as to the appropriateness of the requested exemption.

D. Hygiene

1. Personal hygiene shall be such that personnel present themselves in a clean and sanitary manner and convey a professional image at all times.
2. Personnel shall follow proper hygiene and sanitary measures outlined in the associated Procedures addressing infectious/contagious disease and bloodborne pathogen control.

E. Uniform Issuing Procedure

This is schedule for replacements. There can be approvals made for necessary items outside of this Procedure by the officer in charge of uniforms or the Fire Chief.

1. Full Time Employees
 - a. The uniform items issued to full-time employees will be in accordance with the current Collective Bargaining Agreement in place.
 - b. Full time employees receive the following items upon hire:
 - 5 – uniform shirts (of each type approved by the Fire Chief)



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- 5 – navy blue uniform pants
 - 5 – t-shirts
 - 1 – black uniform belt
 - 1 – pair of uniform footwear (not to exceed approved cost)
 - 1 – Class A Dress Uniform
 - 1 – ¼ zip pullover (job shirt)
 - 1 – winter coat (Spiewak 1591 parka jacket and 525 vest jacket)
- c. Full-time employees are entitled to the following replacement uniform items:
- Uniform shirts and/or pants – 4 at 4 years. If damage occurs due to a job-related incident, then replacement will be done as needed.
 - T-shirts – 3 per year as needed; 40-hour captains – 4 per year as needed.
 - Belt – 2 year replacement cycle. If found to be unserviceable prior to 2 years, then replacement will be done as needed.
 - Uniform shoes or boots – when no longer serviceable; not to exceed 1 pair per calendar year. The department will pay up to \$150.00. Any additional amount will be paid by the employee.
 - ¼ zip pullover (job-shirt) – 3 year replacement cycle.

2. Part Time Employees

- a. Part time employees receive the following items upon hire:
- 3 – uniform shirts
 - 3 – navy uniform pants
 - 3 – t-shirts
 - 1 – black uniform belt
 - 1 – pair of uniform footwear (not to exceed approved cost)
 - 1 – ¼ zip pullover (job shirt)
 - 1 – winter coat (Spiewak 1591 parka jacket and 525 vest jacket)
- b. Part time employees are entitled to the following replacement uniforms items:
- Uniform shirt and/or pants – 2 at 4 years. If damage occurs due to a job-related incident, then replacement will be done as needed.
 - T-shirts – 2 per year as needed
 - Belt – 2 year replacement cycle. If found to be unserviceable prior to 2 years, then replacement will be done as needed.



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

- Uniform shoes or boots – when no longer serviceable; not to exceed 1 pair every two years. The department will pay up to \$150.00. Any additional amount will be paid by the employee.
- ¼ zip pullover (job-shirt) – 3 year replacement cycle.

3. Volunteer Employees

a. Volunteer employees receive the following items upon hire:

- 2 – uniform shirt
- 2 – navy blue uniform pant
- 2 – t-shirts
- 1 – black uniform belt
- 1 – pair of uniform footwear (not to exceed approved cost)
- 1 – ¼ zip pullover (job shirt)
- 1 – winter coat (Spiewak 1591 parka jacket and 525 vest jacket)

b. Volunteer employees are entitled to the following replacement uniform items:

- Uniform shirt and/or pants – 1 at 4 years. If damage occurs due to a job-related incident, then replacement will be done as needed.
- T-shirts – 2 per year as needed.
- Belt – 2 year replacement cycle. If found to be unserviceable prior to 2 years, then replacement will be done as needed.
- Uniform shoes or boots – when no longer serviceable; not to exceed 1 pair every two years. The department will pay up to \$150.00. Any additional amount will be paid by the employee.
- ¼ zip pullover (job-shirt) – 3 year replacement cycle.

4. Special Duty Uniforms

a. Bike Patrol

- Personnel on the Bike Patrol will receive the following items.
 - 1 – red moisture-wicking type short sleeve shirt with appropriate department lettering
 - 1 – navy blue cargo type shorts
- Bike Patrol personnel are entitled to the following replacement uniform items. If damage occurs due to a job-related incident, then replacement will be done as needed.
 - Red, moisture wicking type short sleeve shirt
 - Navy blue cargo type shorts



Miami Township Fire and EMS Operating Procedures

TITLE:

UNIFORM, DRESS AND GROOMING OPERATING PROCEDURE

#1601

b. Honor Guard

- Personnel in the Honor Guard will receive the following items:
 - 1 – dress pants with red stripe
 - 1 – shoulder cord (aiguillette)
 - 1 – pair white gloves
 - 1 – ascot
- Honor Guard personnel are entitled to the following replacement uniform items. If damage occurs due to a job-related incident, then replacement will be done as needed.
 - Dress pants with red stripe
 - Shoulder cord (aiguillette)
 - Pair white gloves
 - Ascot

F. Uniform Cleaning Reimbursement Procedure

1. Commercial Cleaning Services

- a. Employees may utilize dry cleaning services to ensure the proper care and cleaning of their uniforms, but they must take their uniform items to one of the commercial cleaning facilities designated by MTF&EMS. A list of approved facilities can be obtained from the Administrative Assistant, the Fire Chief or their designee.
- b. Uniform items eligible for commercial cleaning include the Class A Dress Uniform (white shirt, navy blue tie, dress jacket, dress pants), Class B Duty Uniform (navy blue shirt, navy blue pants), ¼ zip pullover (job shirt) and winter coat (parka jacket and vest jacket).
- c. It is the responsibility of the individual employee to drop off and pick up their uniform items at one of the designated dry cleaning facilities.
 - In the event that uniform items are contaminated with biohazard material, the contaminated articles must be secured and cleaned as defined in the Laundry Procedures of the department's *Bloodborne Pathogens Exposure Control Plan Manual*.
- d. Employees should check with the individual cleaning facility to ascertain their packaging requirements.
- e. If at any time the designated cleaning facility is changed, personnel will be notified by means of a memo or e-mail advising the name and location(s) of the new company(s).